

INSTRUCTIONS FOR SCHEDULING CONFERENCE

Senior District Judge Richard P. Matsch

When the court has set a scheduling conference pursuant to Fed. R. Civ. P. 16 and D.C.COLO.LR 16.1 and 16.2, a scheduling order shall be prepared in accordance with these instructions. In accordance with Fed.R.Civ.P. 26(f), no discovery shall be done by the parties until the parties meet and attempt to agree on a scheduling order. The rule 26(f) meeting shall be held at least 21 days before the proposed scheduling order is due to be tendered. Initial disclosures under Rule 26(a)(1) will be completed no later than 10 calendar days before the scheduling conference. Do not file any disclosure statements with the court.

Five days before the scheduling conference (see Fed.R.Civ.P. 6 for all computations of time), counsel are to tender a proposed scheduling order which shall include the signatures of counsel and *pro se* parties and shall provide for approval by the court as specified on the attached form. Counsel and *pro se* parties should try, in good faith, to agree upon matters covered in the scheduling order. Any area of disagreement should be set forth with a brief statement concerning the basis for the disagreement. **THE PARTIES SHOULD EXPECT THAT THE COURT WILL MAKE MODIFICATIONS IN THE PROPOSED SCHEDULING ORDER AND WILL WANT TO DISCUSS ALL ISSUES AFFECTING MANAGEMENT OF THE CASE.**

Reference is made to D.C.COLO.LCivR. 72.2 for the procedure for consent to the exercise of jurisdiction for trial by a magistrate judge.

Attached is the format for the proposed scheduling order. **This form is different from Appendix F to the Local Rules in that Sections 7, 11 and 12 are omitted.** The bracketed and italicized information on the form explains what the court expects. **DO NOT USE APPENDIX F.**

Scheduling orders shall be double-spaced in accordance with D.C.COLO.LCivR 10.1, even though the instructions in the following format for the proposed scheduling order are single-spaced.

The original proposed scheduling order must be delivered, on paper, directly to chambers by 4:00 p.m. DO NOT USE ELECTRONIC FILING